

## Study Abroad Application Form

### Student Information

Name:	QU ID:	External University Name:
College:	Major/ Minor:	
Study Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:	Mobile:

### Course Details: (To be completed by the Registration Specialist)

Courses at External University				Equivalent Course at QU				To be completed by the Registration Specialist			
Subj	No.	Title	Course Hrs	Subj	No.	Title	Course Hrs	Crse required	Prereq completed	Prereq registered	Equati on ratio

### Student Record Details: (To be completed by the Registration Specialist)

Student status:	Catalog term:	Total transferred credit hours:
Total required credit hours:	Total completed credit hours:	Total remaining credit hours:
Comment:	Academic standing:	Degree status:
GPA:		
Name:	Signature:	Date:

### Associate/ Assistant Dean for Student Affairs (of the college that the student is enrolled in)

<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Comment:
Name:	Signature: <span style="float: right;">Date:</span>

## The rules governing the registration of Qatar University students in courses in other universities and educational institutions:

- A student at Qatar University is allowed to register courses in other universities in one or more semesters, provided that he/she does not register any courses at QU during the semester in which he/she studies away.
- The university must be accredited from the Ministry of Education and Higher Education. In addition, the system of study at that university must be a credit hour system.
- A student who apply to study aboard must earned a minimum of 24 credit hours at the time of application.
- The course credit hours must be equivalent or higher than the number of credit hours of the course at Qatar University.
- The student's GPA must be 2 or more to equate the course, where the student who has academic probations will not be allowed to register courses at abroad universities. In case the student request to study abroad has been accepted and after that the student received an academic probation, the courses will not be equated.
- The student should fill the study abroad application form before the announced deadline along with an official and original course syllabus from the colleges and universities attended. Also the student must attach all the required information in a precise and complete manner so that the registration department can consider the application.
- The Registration Department shall verify the university in which the student apply to study abroad. The Registration Department has the right to accept or reject the university.
- Once the Registration Department approved the application, it will be sent to the respective academic department to make the final decision on transfer of credit into its program. The content of the transferred courses must match %90 of the course content of their counterparts at QU
- Once the academic Department approved the application, the student is informed of the approval and he/she can then obtain the "No objection" letter.
- Student has to bring an official and original transcript to the Registration department from the host institution showing his courses and grades.
- Courses will be equated if: the student received C and above and it will be recorded as Pass ; as well as the course will be included within his study plan courses, but it will not be included in the calculation of his GPA.
- In case a student wants to repeat a course in which he received F in Qatar University and wants to repeat it in another university, at this time he can register the course and it will be counted as transferred hours (TC). Also, it will be included in his study plan, but it will not change his GPA.
- Students who apply for study away may not exceed the maximum academic load for the academic semester (18 credit hours) unless the GPA is 3.5 or above. They may register 12 credit hours for the summer semester
- Credit hours transferred will be used to satisfy graduation requirements provided they do not exceed %50 of the required credit hours needed for graduation from QU. If the student has successfully completed more than %50 of the courses required for a degree at QU at other institutions, he/she will have to determine the course(s) to be transferred to their record at QU given that they fall within their study plan at QU.
- The student must pass the prerequisite course; the course will not be counted if the student does not pass the prerequisite course.
- No courses will be equivalent after a one year from the date of submission the application
- The student bears full of responsibility in case of violation of the policies governing the university

I promise that I have read and understood all the rules and the above information and the attachments provided are accurate, Also, I take responsibility for any mistake in this information.